



FRS 2.1 User Guide

Chapter 5

## **SUBMIT DATA TO MTCS**

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## 1. INTRODUCTION


When you enter Form HUD-50058 data in FRS 2.1, the software stores the information in a file. When you are ready to submit the data to MTCS, FRS 2.1 compiles the information into a readable format for MTCS and transmits the data through the submission method you selected upon installation or setup. If you did not select a submission method during installation, follow the steps in Chapter 2-C to set up the proper submission method.



## 2. SUBMIT DATA

To submit data to MTCS:

- 1) From the **Main Menu**, click . The **Form Submission Status** window appears. The **Form Submission Status** Window displays all forms that FRS 2.1 will submit to MTCS in the top box and all forms that contain errors in the bottom box. FRS 2.1 will not submit the forms in the bottom box until you correct all errors.




- 2) To submit ALL the forms that passed FRS 2.1 edits to MTCS, click  in the top half of the window. When you click on this button, FRS 2.1 initiates an Internet session if your selected data transmission method is Internet, or FRS 2.1 will initiate a SprintMail session if your selected data transmission method is SprintMail. Once you connect to the Internet, go to the MTCS Website (<http://www.hud.gov/pih/systems/mtcs/pihmtcs.html>), login to MTCS and locate the Internet Data Transmission application link. Click on the link and begin the data transmission process.

- 3) All forms ready for transmission have a  next to the name of the Head of Household. If you would like to exclude certain forms, click on the  in the Submit Indicator column. The check mark disappears. If a form does not have a check mark in the Submit Indicator column, FRS 2.1 will not send that form to MTCS.


### 3. FORM ERRORS

If there are errors in data or data format contained in Form HUD-50058, FRS 2.1 will not transmit it to MTCS. To view errors contained in the forms, follow these steps:




- 1) Click  to return to the **FRS Main** window.




- 2) Click  to display the **Head of Household browser**.
- 3) From the **Head of Household browser**, locate the Head of Household's last name from the alphabetical selection on the left of the window.



- 4) Click  to display the form for the household on the FRS 2.1 Desktop.




- 5) From the Desktop, select . The Form HUD-50058 **Form Errors Window** appears.

The top box describes the sections of FRS 2.1 that contain the errors. The bottom box displays the exact line in error for the highlighted section.


- 6) To correct the fields in error, close the Form HUD-50058 Form Errors window and select the appropriate section from the buttons on the bottom of the FRS 2.1 Desktop.



- 7) Use the  option to verify that you corrected all errors. When you have corrected all errors and select the View Household File Errors option, FRS 2.1 displays the following message:

**"The household file is now ready to be submitted to MTCS."**



- 8) Click  and follow the above steps to submit data.